

[Company Name]
[Company Address]
[City, State, Zip Code]

[Date]

[Employee Name]
[Employee Address]
[City, State, Zip Code]

Subject: Notice of Termination of Employment

Dear [Employee Name],

Please be advised that your employment with [Company Name] is terminated, effective immediately, [Date].

This decision has been made following a determination that you have violated the company's Controlled Substance Policy. Specifically, this action is based on the following:

[Insert details: e.g., positive drug test result on (Date), possession of prohibited substances on company property, or impairment while on duty].

Such conduct is a serious violation of our employee handbook and safety regulations. As a result, your employment is being terminated for cause.

Regarding your final compensation and benefits:

- Your final paycheck, including payment for hours worked up to this date, will be [issued today / mailed to your address on file].
- Information regarding your [Health Insurance/COBRA/401k] will be sent to you under separate cover.
- Please return all company property, including keys, ID badges, and electronic equipment, by [Time/Date].

If you have any questions regarding your benefits or final pay, please contact the Human Resources department at [Phone Number].

Sincerely,

[Signature]

[Name of Manager/HR Representative]
[Title]